



## REQUEST OF SUPPORT LETTER FOR CUSTOMS AND IMMIGRATION

Dear Producer,

By this means we inform you of the guidelines required in order to receive support from the Costa Rica Film Commission, to facilitate the request of support letters for the entry of film crew and equipment.

It is a must to request the letter 8 working days prior to the entry of the crew and equipment, otherwise, the Commission will not be responsible if the letter cannot be ready and sent on time to the Customs and Immigration Office.

Information necessary for the letter:

- Costa Rican Local Production Company Name (Local Producer, Fixer, Line Producer...)
- International Production Company Name
- Small synopsis of the project.
- Specify type of project (commercial, fiction feature film, documentary, reality show, music video, corporate video, photo shoot, etc.)
- Detail of dates & locations where the shooting will take place.
- Name and passport number of people who enter the country.
- Indicate airport and flights of entry and exit of all the crew members and talent.
- When and where it would be broadcasted.
- List of equipment and materials that enter and go back out the country (Word or Excel only) as follow

Line	Equipment Description	Quantity	Origin	Serial Number	Value \$USD
1					

**Line:** Sequence of total lines

**Equipment Description:** As clear as possible e. g. Camera: Canon 5D Mark 3

**Quantity:** Total of the same equipment description

**Origin:** The country where the equipment was ensemble e.g. Japan

**Serial Number:** 124545805080185 (If possible)

**Value US\$:** The estimated value of the equipment e.g. \$3 799,00

Send this request to: [FilmCostaRica@procomer.com](mailto:FilmCostaRica@procomer.com)

